



CITY OF HOUSTON

Job Posting

SL/CMD

Applications accepted from:

ALL PERSON INTERESTED

Job Classification

Records Supervisor

Posting Number

PN# 106896

Department

Public Works & Engineering Department

Division

Planning & Development Services

Section

Office of the City Engineer/Standards and Documents

Reporting Location

611 Walker, Basement*

Workdays & Hours

M – F, 8:00 - 5:00*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises the receipt, organization, maintenance, storage and retrieval of plans and profiles. Supervises the disposition of active and inactive records according to established records management policies and procedures. Keeps current on all record keeping requirements relating to records content, records retention, storage media and admissibility of information. Prepares and issues responses to requests, in compliance with policies and procedures. Interfaces with management and personnel from all departments on coordinating activities for routine or special projects. Supervises, trains and evaluates records management staff.

WORKING CONDITIONS

This position requires stooping, bending and/or lifting items up to 30 pounds; interacting courteously and working well with external and internal walk-in customers requesting service; adjusting to frequent interruptions and changes; and working as a member of a team.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of progressively responsible records management experience are required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preference will be given to applicant with knowledge of Windows environment, MS Word and Excel.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skills assessment evaluation.

SAFETY IMPACT POSITION ☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 18

\$1,042 - \$1,417 Biweekly \$27,092 - \$36,842 Annually

OPENING DATE

September 21, 2005

CLOSING DATE

September 27, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9471.**

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